

# Interested in State Employment ? Not Sure Where to Start?

Beginning this month, the Employment Division of the State Personnel Department will begin hosting weekly training classes on the state employment process for all interested applicants!

After completing our one-hour course, you will know...

- The ins and outs of the state application process
- How the state evaluates your previous work and educational experience
- Proper application/interview techniques
- Common pitfalls to avoid when seeking a state position

Whether you are new to the state employment process or simply seeking information on how your previous experience corresponds to state requirements for open positions, this workshop is for you! Space is limited to 30 participants in each class, so don't delay!

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## *Request for Counseling Services*

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone number where you may be reached between 8:30 a.m. to 5:00 p.m. Monday through Friday \_\_\_\_\_ (Required)

Is it okay to leave a message for you at this number? \_\_\_\_yes \_\_\_\_no

I hereby request the following training session (check one):

- |                          |                    |
|--------------------------|--------------------|
| <input type="checkbox"/> | August 26, 2004    |
| <input type="checkbox"/> | September 2, 2004  |
| <input type="checkbox"/> | September 9, 2004  |
| <input type="checkbox"/> | September 17, 2004 |
| <input type="checkbox"/> | September 24, 2004 |
| <input type="checkbox"/> | September 30, 2004 |

Do you require any special accommodations ?  
specify \_\_\_\_\_

Please note, a recruiter will confirm your training date and location of training via telephone prior to the class. Dates of training and location are not guaranteed until confirmed by the recruiter. Unless otherwise noted, all classes will be held from **12:00 p.m. to 1:30 p.m.**

- ☐ I cannot attend a training class, but would like to request that a recruiter contact me with the following information:

\_\_\_\_\_ General information on state employment. (please specify if possible)

\_\_\_\_\_ General information on what state positions I might qualify for based upon my previous experience and education.

**NOTE:** Please attach a completed state application to this request.  
Due to the necessity of the information, your request will not be processed if submitted without a completed state application.